

ROUTING AND ACTION SHEET				
SUBJECT: (Optional) Classroom Requirements for the New Agency Building				
FROM: C/AB/OTE 1016 C of C <i>CH</i>		NO. 82-5010	25X1	
		DATE 4 February 1962		
TO: (Officer designation, room number, and building)	DATE		REMARKS	COMMENTS (Number each comment. Show date when in action. Show a line across column for each comment.)
	RECEIVED	FORWARDED		
1. Building Planning Staff 4E50 HOS				25X1
2. AFPM: [redacted]				25X1
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Are these in the computer?

ii

It was never logged in.

*Not entered. Should be logged in. Don't enter in database as we believe data is suspect*

25X1

OTE 82-5010  
4 February 1982

MEMORANDUM FOR: Building Planning Staff

ATTENTION:

25X1

FROM:

Chief, Administration Division, OTE

SUBJECT: Classroom Requirements for the New Agency Building

1. The Office of Training and Education (OTE) has studied its anticipated classroom requirements for the new Headquarters Building for the period 1987-2000. Our estimates are contained in the attachment. These figures do not include OTE courses normally conducted at [redacted] [redacted] They do include projections furnished your office last fall by the various Directorates. We have combined the Directorate requirements with ours in accordance with your earlier suggestions.

25X1  
25X1

2. These estimates represent our best judgment based upon our present forecast of the kinds of programs that will likely be conducted for Agency personnel in the out-years. Although these figures represent only square footage requirements, we plan to furnish your office more specific information regarding numbers and kinds of classroom, special equipment needs, etc. at a later date.

3. Please refer any questions on this matter to the undersigned on extension [redacted]

25X1

25X1

Attachment:  
As Stated

OL 2 3930

25X1  
25X1

ESTIMATES FOR CLASSROOM SPACE IN NEW HEADQUARTERS BUILDING

33,983 sq. ft. - Present OTE Classroom space  
(C of C Building)  
8,000 sq. ft. - Newly acquired space for Classrooms  
(5th floor, C of C Building)  
20,000 sq. ft. - Required by Directorates for Language  
and other Training  
40,000 sq. ft. - NIEPS requirements  
20,000 sq. ft. - Information Science Center requirements

121,983 sq. ft.

13,000 sq. ft. - To accommodate increase in Agency population

134,983 TOTAL Square Footage